

## **PROJECT COORDINATOR**

### **DEFINITION**

Under general direction, assists in the development, administration, and coordination of a variety of complex projects, procedures, and duties, including conducting studies, surveys, feasibility analysis, presenting, and interpreting data; and performs related work, as required.

### **DISTINGUISHING CHARACTERISTICS**

This is a professional level position and reports to the Director of Public Works, or designee, and is distinguished from other professional level positions by the specialized nature, difficulty, and complexity of work. The incumbent in this classification independently plans and carries out activities with minimal direction and is accountable for high-priority projects.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Performs research for various projects including studies, surveys, and feasibility analysis for the Director of Public Works, or designee; performs administratively technical tasks to support department solid waste, recycling management, and projects including the preparation and coordination of complex technical studies and reports containing proposed or recommended solutions or courses of action; establishes and manages performance measurement systems related to assigned projects; acts as liaison and coordinates projects with a variety of city staff, other public agencies, citizens, consultants, developers, and organizations; develops and prepares requests for qualifications and requests for proposals; prepares and coordinates grant applications and administers grants; identifies and develops innovative financing methods and resources; coordinates with other departments, utility companies, agencies, and stakeholders to facilitate timely completion of review, processing, and completion of assigned projects; performs administration of contracts and consultant service agreements; makes public presentations to legislative bodies, business organizations, and community groups; promotes teambuilding; utilizes computer software programs competently; communicates effectively, both orally and in writing; routinely adheres to and maintains a positive attitude; maintains effective work relationships with supervisors, fellow city employees, customers, and outside agencies; operates vehicles and equipment in a safe and efficient manner; and performs related duties and responsibilities, as required.

### **EMPLOYMENT STANDARDS**

**Training & Experience** - Bachelor's Degree from an accredited four-year college or university, with major course work in public or business administration, environmental studies, planning, or engineering; four years of progressively responsible experience in project management, including at least two years in the solid waste industry in a lead or supervisory role. Master's Degree or graduate level course work is desirable.

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**Knowledge & Abilities – Knowledge of:** General principles and practices of municipal government administration; principles and practices of fiscal, statistical, and administrative data collection; report preparation; administrative computer applications, including word processing methods and techniques, spreadsheet and database applications, presentation applications; composition, English usage, spelling, grammar, and punctuation. **Ability to:** Plan, organize, and implement projects with minimal supervision and direction within a broad framework of city and departmental, administrative policies and procedures; perform research, studies, surveys, and reports for various projects; coordinate projects and programs effectively with public and private agencies; take a problem solving approach; identify and develop innovative financing methods and resources; prepare contracts and consultant service agreements; prepare and coordinate grant applications, administer grants; prepare and/or evaluate proposed project pro formas; use independent judgment and exercise good interpersonal skills; operate modern office equipment; effectively present instructions and information in writing and verbally to coworkers, the general public, and outside agencies; use patience, tact, diplomacy, and courtesy when dealing with the public, employees, and outside agencies; routinely adhere to and maintain a positive attitude; establish and maintain effective working relationships with those contacted in the course of work, including city and other government officials, community groups, and the general public; apply safe work practices; operate vehicles and equipment in a safe and efficient manner.

**Licenses & Certificates** - Must possess a valid Class "C" California driver's license.

**WORKING CONDITIONS**

Work is performed in both an indoor and outdoor environment. Incumbent shall be exposed to those conditions normally encountered in an indoor/outdoor environment. Physical demands are light, consisting primarily of sitting, standing, walking, and lifting. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility, and must be able to be understood. Incumbent must have the ability to travel to different sites and locations with moderate exposure to dust, extreme temperatures, noise, and inclement weather. Incumbent must have the stamina to work long hours and overtime, if assigned, and must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

**APPROVED:**

  
**DIRECTOR OF HUMAN RESOURCES**

**DATE:**

**May 27, 2008**

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.  
Shared/jobdescriptions (Final)/PublicWorks/ProjectCoordinator/05-27-08[jlr]